

Unclassified Performance Evaluations Frequently Asked Questions

What is the deadline?

The deadline for submissions is March 1st.

Who is required to be evaluated?

According to the [performance evaluation policy](#), any employee, full-time or part-time, who was hired, promoted, or transferred departments prior to October 1 of the evaluation period (January 1 – December 31) is required to be evaluated.

Are active employees who are leaving in the near future still required to be evaluated?

Yes, performance is based on the previous year and will be part of the employee's record.

If an employee's supervisor is hired, promoted, or transferred after October 1, who should complete the evaluation?

The supervisor from the previous department should complete the evaluation. The current supervisor will still be involved for goal setting and future planning.

Are self-evaluations required?

No, they are not required by the Office of Human Resource Management. They are strongly encouraged. However, an employee's supervisor or leader can require them.

How do self-evaluations get submitted?

If an employee completes a self-evaluation, it is required to be submitted to the portal along with the performance evaluation.

Are comments required?

Comments are only required if an employee receives an overall evaluation rating of 1 (unsatisfactory) or 5 (outstanding). Comments are encouraged for all ratings.

Are electronic signatures allowed?

Yes, electronic signatures are fine.

What if Adobe does not allow a reviewer or employee to add in a date?

It is likely that an e-signature has been applied. The reviewer and/or employee will need to select the "Fill and Sign" feature on the side toolbar. Click "Sign Yourself" at the top. Select "Add Initials." Type in the date MM/DD/YY. Click apply and drag the date to the correct location.

Any additional questions regarding Unclassified Performance Evaluations should be sent to TalentDevelopment@lsuhsc.edu. Staff are also available in the Resource Building, Suite 626.

Sincerely,

Talent Development Team